

## **INSTRUCTIONS FOR FILING A SIDEWALK CAFÉ PERMIT APPLICATION**

Title 20 of the City of San Jose Municipal Code, Section 20.100, Part 12, provides the land use regulations for sidewalk cafés. The sidewalk café regulations as established in the Code are intended to encourage sidewalk cafés in the City of San Jose, to provide for the creation of a more urban pedestrian environment, and to promote and protect the public health, safety, and general welfare. These general goals include among others the following specific purposes:

1. To encourage and promote sidewalk cafés as visual amenities which in turn intensify pedestrian activity and make the street life more attractive;
2. To preserve and enhance the character of the City of San Jose; and
3. To ensure adequate space for pedestrians on the sidewalk adjacent to sidewalk cafés.

In relation to these goals, the following are required as part of the Sidewalk Café Permit application package:

1. Assessor's Parcel Map with subject property marked;
2. Pictures of the front of the building;
3. Renderings or pictures of the proposed tables, chairs, umbrellas, and other portable appurtenances and the quantity, location, and arrangement of them, also include the width of the sidewalk where the café is to be located;
4. Statement of purpose describing in detail how the use will be conducted and hours of operation (particularly the hours that the area is to be occupied as a sidewalk café).

Note: The applicant will be required to provide insurance coverage for the full term of the permit or any renewal thereof. The level of insurance will be determined by the City's Risk Manager. The applicant will also be required to sign and submit an agreement to defend, indemnify, save, and hold harmless the City and all of its officers, agents, or employees from any liability for damages resulting from any and all operations under a permit granted pursuant to

Title 20, Chapter 20.100, Part 12 of the San Jose Municipal Code.

The processing schedule is as follows:

1. Staff reviews the application and informs the Applicant if any additional plans, data, exhibits, or additional City permits are required.
2. Environmental Impact is assessed. If the project is exempt or a Negative Declaration is granted, the application is processed to completion. If an Environmental Impact Report is required, the applicant is informed and the application is deferred until after the EIR is completed.
3. The application is considered by the Director of Planning at a public hearing.
4. The decision of the Director of Planning may be appealed to the City Council.

### **DEVELOPMENT PLAN SET**

Seven (7) sets of the development plan are required. These development plans shall set forth, show, and delineated by the following:

1. All sheets shall be of uniform size - 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
3. All sheets shall be dated and adequate space provided for dates and nature of all revisions.

### **Sheet No. 1 - "Title Sheet"**

- a. Name of project and description of proposed use
- b. Listing of any prior development permit issued for the subject site
- c. Table of contents listing all plan set sheets, their content, and page numbers

Sheet No. 2 - "Site Plan" Drawn to scale, may require more than one sheet labeled "Site Plan" to include the information listed below:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>a. Location map and Assessor's Parcel Number(s)</li><li>b. Statement and tables:<ul style="list-style-type: none"><li>• Total acres of subject property (net and gross)</li><li>• Total existing square footage of floor space for each non-residential use</li><li>• Total number of existing off-street parking and loading spaces</li></ul></li><li>c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines</li></ul> | <ul style="list-style-type: none"><li>d. Dimensions of subject property and all existing lot lines</li><li>e. All existing buildings and structures and their uses, including the proposed removal of any parking spaces (information should be clearly delineated on the site plan)</li><li>f. Existing off-street parking, loading, and circulation areas</li><li>g. Location and dimension of area to be occupied by proposed sidewalk café</li><li>h. Location of nearby fire hydrants, utilities, sign poles, and street trees.</li></ul> |
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**CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement  
Planning Divisions, 801 North First Street, Rm 400  
San Jose, California 95110-1795  
(408) 277-4576

Website: [www.ci.san-jose.ca.us/planning/sjplan](http://www.ci.san-jose.ca.us/planning/sjplan)

## SIDEWALK CAFÉ PERMIT APPLICATION

*Application for a sidewalk café permit as provided by regulations fully set forth by Title 20, Chapter 20.100, Part 12 of the San Jose Municipal Code.*

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER <b>SC</b>		RECEIPT # _____ DATE _____ AMOUNT _____ BY _____	
PROPERTY LOCATION			
ZONING	PD ZONING FILE #		
QUAD #	PERMIT FILE#		

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)
PROPERTY LOCATION
ASSESSOR'S PARCEL NUMBER(S)

**In addition to the completed application, the following items are required:**

- ☐ **FILING FEE, PUBLIC NOTICING FEE & APPROPRIATE ENVIRONMENTAL FEE** (see fee schedule)
- ☐ **ASSESSOR'S PARCEL MAP** marked with the project location.
- ☐ **PHOTOGRAPHS** of existing building and proposed location for sidewalk café.
- ☐ **SEVEN (7) COPIES** of the development plans that include:  
A **site plan drawn to scale** showing the location of the proposed sidewalk café on the subject property, along with adjacent properties and the public right of way adjacent to proposed café.

APPLICANT			
PRINT NAME OF APPLICANT BUSINESS		DAYTIME TELEPHONE # (      )	
PRINT NAME OF CONTACT PERSON		FAX # (      )	
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			DATE

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

NOTE: Please provide a plot plan similar to the example to accompany your application for a Sidewalk Café Permit. The plan must be drawn to scale and locations of building walls, property lines, curbs, your neighbor's property, neighbor space lines, etc. must be drawn in accurately.

